

JOB ORDER CONTRACTING through BuyBoard

If you need space renovated, a building painted, asbestos removed, or some other type of construction work completed,

1. Click on the New Project tab at <http://www.EZIQOC.com>.
2. Enter your name, contact information, project description and click "Submit My Project".
3. An EZIQOC representative will contact you to complete the order.

The EZIQOC (Indefinite Quantity Construction Contract) representative is the Gordian Group and the EZIQOC contractor is Horizon International Group.

The EZIQOC® representative will contact one of the EZIQOC® contractors and together with you, the facility owner, go to the site of the work and develop a Detailed Scope of Work. We call this a Joint Scope Meeting. The Detailed Scope of Work is very important because it describes the work and your expectations from the contractor.

The contractor uses a Construction Task Catalog® (CTC) to develop the cost proposal based on the Detailed Scope of Work. The CTC is a comprehensive Catalog of Construction Tasks® with prices that have been developed for the local area. The contractor selects the tasks from the CTC, multiplies the prices of the tasks by the required quantities and multiplies the result by their competitively bid adjustment factor. Your EZIQOC® representative will review the cost proposal to make sure the appropriate tasks are used and the quantities are right. The contractor will also submit a construction schedule, subcontractor list, submittals and other information you request.

You review the proposal package and determine if it fits within your budget and schedule. **There is no obligation on your part until you approve a proposal and issue a purchase order to the contractor.** The purchase order is a lump sum price to complete the Detailed Scope of Work within the approved construction schedule.

Construction management and inspection is completed by you or your representative. You can also order construction management and inspection services through EZIQOC®.

EZIQOC® is powered by the products and services of The Gordian Group, Inc. The Gordian Group is the foremost authority on indefinite quantity contracts. Indefinite Quantity Contracts take many forms but most are based on a comprehensive list of construction tasks. Some forms of indefinite quantity contracts are: Job Order Contracting, Delivery Order Contracting, Work Order Contracting, Task Order Contracting, and SABER (Simplified Acquisition of Base Engineering Requirements). The Gordian Group's only business is to assist facility owners with indefinite quantity contracts to maximize the benefits of cost and time savings. You can find out more about The Gordian Group, Inc. by visiting their web site at www.jobordercontract.com.

What is The Local Government Purchasing Cooperative?

The Local Government Purchasing Cooperative is an administrative agency created in accordance with Section 791.001 of the Texas Government Code. Its purpose is to obtain the benefits and efficiencies that can accrue to members of a cooperative, to comply with state bidding requirements, and to identify qualified vendors of commodities, goods, and services. The Cooperative also relieves the burdens of governmental purchasing by effectively using current technology and realizing economies of scale.

How is the Cooperative administered and governed?

The Texas Association of School Boards (TASB) administers and handles the day-to-day activities of the Cooperative. The Cooperative is endorsed by the Texas Municipal League (TML), the Texas Association of Counties (TAC), and the Texas Association of School Administrators (TASA). The Cooperative is governed by an eleven-member board of trustees. Six trustees are elected officials or employees of school districts, three are elected officials or employees of municipalities, and two are elected officials or employees of counties.

Who can participate and what does it cost?

Membership is free and open to all local governments, nonprofits, and other political subdivisions of the state of Texas. Texas school districts must be a member of TASB to participate. Revenue to operate the system and the Cooperative comes primarily from a service fee payable by participating vendors.

The only exceptions to this are for vehicles. The Co-op charges a flat amount per purchase order, regardless of the number of vehicles on the purchase order, as a service fee for the purchase of vehicles. This service fee is payable by the member entity, but is collected by the vehicle dealer as part of the overall vehicle price. The flat amount per purchase order is as follows: vehicles and trucks - \$400, ambulances and school buses - \$800, fire apparatus - \$1,500.

Some of the revenue paid by vendors is shared with the Cooperative's marketing partners and co-sponsors. Excess revenue over and above expenses is rebated back to the governmental membership only.

How does the Cooperative work and how do I order products?

The Cooperative analyzes and makes award recommendations for products and services that have been submitted for competitive procurement as outlined by state statute.

All awarded items or catalogs will be posted on a secure Web site, called the BuyBoard, so that Cooperative members can search for and select items and order. The BuyBoard is only available to members.

Each user has a security role, defined by the entity, that allows them to shop, create and edit a purchase requisition, approve requisitions, or create and transmit a purchase order to the vendor. Individuals can be assigned multiple roles or a single role, such as a shopper only. Only those individuals with the authority to release a purchase order to a vendor will have the ability to do so.

The other option is to simply fax or e-mail your purchase order to the BuyBoard for input.

Purchase orders are electronically transmitted to the vendor based on the profile selected by the vendor. All purchase order and requisition history is tracked by the BuyBoard and accessible at any time.